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DEPARTMENT OF ADMINISTRATION

GENERAL SERVICES AGENCY

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EDWARD M. BIRN
DIRECTOR (DIREKTOT)

BERNADINE C. GINES
DEPUTY DIRECTOR
(SIGUNDO DIREKTOT)

November 09, 2022

INVITATION FOR BID

GSA-002-23
HOTEL VENUE
AMENDMENT #1

1. AMEND TO INCLUDE THE FOLLOWING SPECIFICATIONS AS ITEM NO. 16.0 AND ITEM NO. 17.0 (ATTACHED) AS PAGE 54 AND 55 OF 55
ALL OTHERS REMAIN UNCHANGED.


CLAUDIA S. ACFALLE
Chief Procurement Officer

Please Print
ACKNOWLEDGEMENT COPY (Re-fax to GSA)

Received By: _____

Date: _____

Company Name: _____

Fax to: 475-1727 or 472-4217
E-mail to: gsaprourement@gsadoa.guam.gov

ITEM NO.	DESCRIPTION	QTY/UOM	UNIT PRICE	PRICE EXTENSION
16.0	Hotel Venue (Room Rental) For 30 Pak as per the following Specifications	1 Day	\$ _____	\$ _____

Dept. of Environmental Health Conference (DEH)

<u>SPECIFICATIONS:</u>	<u>BIDDING ON/REMARKS/COMPLY</u>
Room Rental must be inclusive of all requirements for meeting room to include the following:	_____
Round Table Style Setup	_____
Table Linen with chair covers (assorted colors)	_____
Table for LCD Projector	_____
Podium Setup	_____
Tables Speaker Setup	_____
Reception/Registration Table with two (2) chairs @Foyer	_____
Multi-Media Projector	_____
Projector Screen	_____
PA System	_____
Internet Services with Multiple Users (Minimum 5 users)	_____
Additional tables & chairs for speaker/facilitators	_____
Additional setup to include power strips, extension cords, Flip chart stands	_____
Cordless Microphones (Minimum 1)	_____
Microphone with cord	_____
Microphone with cord stand	_____
Note pads and pens	_____
ADA Compliant	_____
Time: 8:00 am to 12:00 pm Noon (Half Day)	_____
Dates to be coordinated between agency & vendor	_____

ITEM NO.	DESCRIPTION	QTY/UOM	UNIT PRICE	PRICE EXTENSION
17.0	Hotel Venue (Room Rental) For 175 Pak as per the following specifications	1 Day	\$ _____	\$ _____
	Dept. of Environmental Health Conference (DEH)			
<u>SPECIFICATIONS:</u>			<u>BIDDING ON/REMARKS/COMPLY</u>	
Room Rental must be inclusive of all requirements for meeting room to include the following:			_____	
Eight (8) Hours Per Day			_____	
One (1) Large Room			_____	
Room must have ample wall space to accommodate Wall posters			_____	
Room must have ample space for participants to move between And around stations during hands-on exercise sessions.			_____	
Classroom style table set up to accommodate eight (8) Chairs per table.			_____	
3-4 Tables setup in the rear for instructors and materials.			_____	
Table Linen with chair covers (assorted colors)			_____	
LCD Projector with table			_____	
Podium Setup			_____	
Reception/registration table with two (2) chairs at Foyer			_____	
Multi-Media Projector			_____	
Projector Screen with simultaneous projection on multiple Screens as needed			_____	
PA System with AV Technician as needed			_____	
Internet Services (Minimum 5 users)			_____	
Additional table with chairs for speakers/facilitators			_____	
Power strips, extension cords, flip chart stands and makers			_____	
Cordless Microphone (2)			_____	
Microphone with cord (1) with stand			_____	
Note pads and pens for participants each day			_____	
ADA Compliant Facility			_____	
Time: 8:00 am to 5:00 pm			_____	
Dates to be coordinated between agency & vendor			_____	